

**Minutes of the Okehampton Town Council Policy and Resources Committee
held on Monday 22 September 2014 in the Council Chamber,
Town Hall, Okehampton at 7.00 pm**

Committee Members Present: Councillor Mrs M McDonald (Chairman)
Councillor C Letchford (Vice Chairman)
Councillor K Ball
Councillor B Stephens
Councillor Mrs J Yelland
Councillor P Vachon (Town Mayor)
Councillor A Leech (Chairman, Planning)
Councillor Mrs C Marsh (Chairman, Parks)

In Attendance: J Gillard (Deputising for Town Clerk)

242. **Apologies for Absence** - Apologies for absence were presented on behalf of Councillor Mrs J Goffey and Councillor T Cummings.
243. **Deferment of Business** (for comment by the public) - None.
244. **Members' Questions** - None presented.
245. **Minutes** - The draft minutes of the Policy and Resources Committee meeting held on 1st September 2014 were noted with no comments.
246. **Matters Arising** - There were no matters arising.
247. **Grant Applications** -
- 247.1 **Devon Youth Service - Okehampton** - Councillor Ball declared a personal interest as he is a member of Devon County Council. It was proposed by Councillor Leech to grant the sum of £500 to improve the outside garden space at Room 13, Okehampton, this was seconded by Councillor Mrs Marsh. All Councillors in favour.
- 247.2 **Okehampton Carnival** - It was agreed to release the sum of £1,000 to contribute to funding arrangements for Okehampton Carnival, proposed by Councillor Mrs Marsh, seconded by Councillor Ball, all Councillors in favour.
248. **Members' Code of Conduct** - Councillor Leech declared a personal interest as he is Chairman of West Devon Borough Council's Standards Committee. After consideration it was agreed to recommend to full Council that the revised Code be adopted by the Town Council. Proposed by Councillor Letchford, seconded by Councillor Ball.
249. **Co-option of Members** - The Chairman reported that the statutory requirements to advertise the vacancy had been completed with no calls made to hold an election. The result of this is that the Council can co-opt to fill the vacancy. After discussion it was proposed by Councillor Letchford and seconded by Councillor Ball that an advertisement for the position be placed in the Okehampton Times and that letters be

sent to local organisations advising them of the vacancy such as Rotary, Lions Club, Chamber of Trade, Round Table etc. The Chairman also agreed to liaise with the Okehampton Times in order that an editorial be placed in the paper also. It was also agreed that the new Councillors' pack and application form be placed on the Town Council website. Notices advising the vacancy should also be placed on notice boards and on the website.

250. Finances - The Committee considered and agreed the management accounts for the month ended 31 August 2014, proposed by Councillor Mrs Marsh and seconded by Councillor Mrs J Yelland. The following questions were raised to be resolved after the meeting.

1. Mayor's charity account - credit of £120 appears not to be showing.
2. £7 profit from Mayor's breakfasts appears not to have been transferred to the Mayor's charity account.
3. Outstanding debtors - it was agreed Courtenay Players and Okehampton Army be chased for outstanding debts.

251. Car Park Charges - It was agreed that the Simmons Park car parking charges be free after three during the month of December together with the three Saturday mornings in December being free. This was proposed by Councillor Mrs Marsh and seconded by Councillor Mrs J Yelland, all Councillors in favour with one abstention. Councillor Ball agreed to obtain data from West Devon Borough Council to show the income generated on a Saturday morning. It was also agreed that feedback be obtained from the Chamber of Trade and OCRA in order to ascertain the benefits to the town of this initiative.

252. Investment of Funds - The Acting Clerk advised that the NatWest Business Reserve Account current balance was £291,824.29. The half-yearly precept from West Devon Borough Council has now been received and the Clerk has suggested that further funds be invested with the Nationwide Building Society. After discussion it was agreed that £100,000 be invested in the 95 day notice account, this was proposed by Councillor Letchford and seconded by Councillor Mrs McDonald. A formal question was raised by Councillor Letchford requesting that Members be advised the total amount of free reserves currently held by the Council. Clerk to respond.

253. Members' Reports -

- (i) Chamber of Trade - No meeting held.
- (ii) CAB - Councillor Leech advised the Bureau was now only open two days a week instead of three, but that it was still open for the same number of hours per week as previous.
- (iii) Fairtrade Group - Councillor Mrs Goffey's written report stated that the Fairtrade Group thanked the Council for supporting their application to retain the Town Fairtrade status and looked forward to the implementation of the agreed signage etc for the Town Hall and Charter Hall kitchen.
- (iv) Okehampton Carnival Committee - Councillor Mrs J Yelland advised that there were still vacancies for the Carnival King and Queen. There will be street entertainment on Carnival Day provided by OCRA, also a 1950's/60's theme best-dressed window competition and also a treasure hunt. The Carnival have also registered with 'Easyfundraising' which enables the public to donate when making purchases online.

- (v) Okehampton College Community Forum - Councillor Leech advised that the College Co-operative had been launched on 12 September. Over 1,000 children attended and they have now all become a member of the Co-operative. The College will now start to formalise the whole procedure before it launches to the Community.
- (vi) Okehampton & District Community Transport Group - Councillor Mrs McDonald advised next meeting to be held on 9 October 2014.
- (vii) DALC - No report.

PART TWO ITEMS

It was resolved that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involves the likely disclosure of sensitive and confidential information. Proposed by Councillor Leech, seconded by Councillor Mrs Yelland.

254. Okehampton Carnival

The meeting closed at 8.35 pm.

Councillor Mrs M McDonald
Chairman